

Wisconsin Private Detective Licensing Exam

Study Materials

The Wisconsin Statutes and Administrative Code Relating to the Practice of Private Detectives and Private Security personnel contains important information regarding Wisconsin laws and rules relating to private detectives and private detective agencies and is available for on the web at <http://drl.wi.gov> or at most libraries. If you wish to purchase a copy, you may purchase a hard print copy from Document Sales, Department of Administration. Information for ordering a codebook may be found at <http://drl.wi.gov/includes/catalog.htm>, by calling Document Sales at 800-362-7253 or 608-264-9419 or by email at docsales@doa.state.wi.us.

Other texts helpful in preparing for the examination are:

Fundamentals of Criminal Investigations by Charles E. O'Hara and Gregory L. O'Hara

Techniques of Legal Investigation by Anthony M. Gole; 2nd edition, 1985

Examination questions have been developed based on information in the Statutes and Administrative Code codebook and in these texts, but these materials do not include all sources of information, nor are all examination questions necessarily chosen from these materials. Candidates are therefore encouraged to read additional materials, or attend special courses or training classes. The Department does not endorse any specific reference or resource.

Content Outline

Total Questions: 100

Effective 2009

1) Interview/Screen (5 questions)

- a) Interview Client
- b) Inform of services
- c) Establish client needs

2) Investigation Process (15 questions)

- a) Determine timing/direction of investigation
- b) Research statutes, rules, and court proceedings
- c) Conduct background investigations (including prohibited acts)
- d) Home/workplace investigations (including use of force, weapons, and prohibited acts)
- e) Inform authorities
- f) Recommend case disposition to attorneys

3) Evidence (50 questions)

- a) Surveillance and Observation (12 questions)
 - i) Use of photography/video
 - ii) Use of notes and observations
 - iii) Surveillance procedures
 - iv) Stake-out procedures
- b) Physical evidence (7 questions)

- i) Collection of evidence
- ii) Preservation of evidence
- c) Statements (21 questions)
 - i) Recording and documenting oral and written statements
 - ii) Informing statement giver of rights and use of statements
 - iii) Encouraging reluctant person to provide statement
 - iv) Documenting credibility and identity of statement givers and witnesses
 - v) Taking sworn statements
 - vi) Ensuring security of statements
- d) Records and reports (10 questions)
 - i) Reviewing police, medical, crime lab, forensic and insurance reports
 - ii) Searching public records

4) Communicating/networking (4 questions)

- a) Consult with regulatory or law enforcement agencies for records/assistance
- b) Discuss/inquire regarding case progress with others.

5) Analyzing/reporting (12 questions)

- a) Draft reports of investigative findings
- b) Inform client of findings
- c) Analyze records and evidence
- d) Advise client on acting on investigative findings

6) Administration (7 questions)

- a) Securing property liability insurance
- b) Organize/maintain a separate file on each investigation conducted
- c) Rules, laws and licensing requirements

7) Court Related (7 questions)

- a) Preparing records, reports, evidence and witnesses for trial
- b) Consulting with attorneys on case preparations and litigation
- c) Testifying at hearings or court proceedings
- d) Subpoenas and summonses